



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5450.209C

NDW Code 1

31 MAR 1997

OPNAV INSTRUCTION 5450.209C

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS AND TASKS OF COMMANDANT, NAVAL
DISTRICT WASHINGTON

Ref: (a) OPNAVNOTE 5450 Ser 09B2E3/314079 of 17 Nov 1983
(b) OPNAVINST 5400.24D

Encl: (1) Functions and Tasks of Commandant, Naval District
Washington

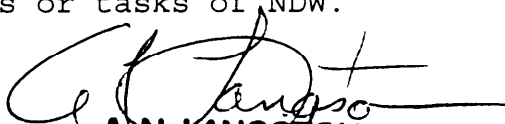
1. Purpose. To revise the functions and tasks to be performed by the Commandant, Naval District Washington (NDW) in support of the mission issued by references (a) and (b). This instruction is a complete revision and must be read in its entirety.

2. Cancellation. OPNAVINST 5450.209B.

3. Mission. To maintain and operate facilities and provide specific personnel and logistic support for permanent and transient naval personnel; to command assigned shore activities; and to perform such other functions or tasks as may be directed by the Chief of Naval Operations (CNO).

4. Status and Command Relationships. Naval District Washington (NDW) is a shore activity in an active, fully operational status under the Commandant, NDW and under the immediate command and area coordination of the CNO.

5. Action. In the accomplishment of the assigned mission, the Commandant, NDW will ensure performance of the functions and tasks set forth in enclosure (1). Commandant, NDW is requested to advise the CNO of any recommended modifications to the mission, functions or tasks of NDW.


A. N. LANGSTON
DIRECTOR NAVY STAFF

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Functions and Tasks of the
Commandant, Naval District Washington

1. Terminology. Defined for the purposes of this instruction as follows:

a. Naval District Washington (NDW) Area. Area encompassing naval shore activities and personnel ashore located in Maryland, the District of Columbia, and the following counties of Virginia: Arlington, Fairfax, Fauquier, Loudoun, Prince William, Stafford and the cities located within their combined outer boundaries.

b. Commandant, Naval District Washington. Official in command to whom all responsibilities are assigned.

c. Headquarters, Naval District Washington (HONDW). The Commandant and department heads, staff and special assistants tasked to provide services to activities within the NDW area.

d. Area Coordination Boundaries. Same as Naval District Washington area in paragraph 1a.

e. National Capital Region (NCR). Area encompassing the District of Columbia; Montgomery and Prince George's counties in Maryland; Arlington, Fairfax, Loudoun and Prince William counties in Virginia; and the cities located within their combined outer boundaries.

f. Naval Station Washington (NAVSTA). Includes both former Naval Station Anacostia and Washington Navy Yard complexes.

2. Functions and Tasks

a. Military Command and Support

(1) Acts as immediate superior in command for Navy Public Works Center, Washington and NAVSTA Washington.

(2) Serves as responsible line commander in the exercise of military command over the National Naval Medical Center and the National Naval Dental Center, Bethesda,

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Maryland and is the Echelon 2 Line Commander for Naval Hospital, Patuxent River, Maryland; and Naval Medical Clinic, Quantico, Virginia.

(3) Serves as area coordinator for the Washington Metropolitan Area (see NDW Area), providing general oversight authority and problem solving within the NDW area.

b. Personnel Services

(1) Provides Navy career counseling for HQNDW and other activities within NDW, upon request.

(2) Serves as program coordinator for Casualty Assistance Calls and Funeral Honors Support program for the NDW area.

(3) Provides equal opportunity assistance as requested to Navy commands in the NDW Area.

(4) Promotes medical and dental care for eligible beneficiaries and their dependents within the NDW area.

(5) Provides area coordination for the five flagship programs of the Navy Community Service Program, including: Personal Excellence Partnership, Youth Health and Fitness, Campaign Drug Free, Environment and Conservation, and Sharing Thanksgiving programs.

(6) Serves as the Equal Employment Opportunity Officer for HQNDW.

(7) Coordinates total quality leadership initiatives for HQNDW.

(8) Provides Family Advocacy Program regional coordination in the NDW area.

(9) Local area coordinator for mobilization and demobilization of Naval Reserve forces to and from active duty.

(10) Manages and operates the Department of the Navy Motor Pool and provides government transportation for naval personnel in the NCR.

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c. Finance

(1) Plans and executes budgets for HQNDW. Approves subordinate Echelon 3 budgets. Recommends distribution of funds, issues funding documents reflecting approved distribution, and prepares programming and financial adjustments for submission to the major claimant.

(2) Formulates budgets for the Commandant. Provides assistance in the issuance of funding documents and prepares programming and financial adjustments for submission to the major claimant.

(3) Provides consolidated plant and minor property control.

(4) Executes accounting, payroll, budgeting, and reporting requirements for HQNDW. Provides analytical reports and advice on operating trends with recommendations for corrective action.

(5) Initiates, develops, negotiates, executes, and reviews support agreements as receiver or provider of services. Provides assistance to other naval activities on support agreement matters.

(6) Provides accounting, payroll and budgeting support to NAVSTA, Washington.

d. Security

(1) Provides physical security services, including enforcement of traffic and parking regulations for HQNDW, NAVSTA Washington and tenant activities.

(2) Provides security and law enforcement at the Washington Navy Yard (WNY), Anacostia and Bellevue Naval Housing. Provides physical security services to the Defense Information Systems Agency. Coordinates responses to bomb threat emergencies and provides anti-terrorism response and training for WNY, NAVSTA Washington, and Bellevue Housing.

(3) Conducts preliminary and complete investigations of criminal complaints for HQNDW, NAVSTA Washington and tenant activities.

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(4) Coordinates Navy response to threat conditions in the NDW area.

(5) Apprises NAVSTA Washington of emergency responses, criminal activity, trends, and physical security discrepancies on an ongoing basis.

e. Firefighting

(1) Provides fire suppression, crash and rescue forces, and equipment for NAVSTA Washington, Bolling Air Force Base, Bellevue Housing, Naval Research Laboratory (NRL), Marine Barracks, and other naval activities within the NDW area.

(2) Provides fire protection personnel to man hazardous material units based at NRL for response to all stations for hazardous material incidents.

(3) Provides equipment, material, and training support to White House and Camp David units.

(4) Provides fire prevention inspections at NAVSTA Washington, Bolling Air Force Base, Bellevue Housing, NRL, Naval Observatory, Defense Communications Agency, and other naval activities within the NDW area.

(5) Apprises NAVSTA Washington of emergency responses and fire safety discrepancies on an ongoing basis.

f. Facilities Support

(1) Provides consolidated furniture management, warehousing, and inventory control for DON activities in the NCR.

(2) Coordinates and reviews all new telecommunication support requirements and installation for military construction projects for HQNDW and NAVSTA Washington tenant activities. Manages telephone billing accounts for HQNDW.

g. Interservice and Intraservice Command Support

(1) Conducts a command evaluation and management control program for HQNDW and NAVSTA Washington.

(2) Serves as area coordinator for the NDW area.

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(3) Tasks NDW area Navy commands for support in executing area coordination, ceremonial, and other functions as required.

(4) Provides legal advice and support to commands within the NDW area. Serves as general court-martial convening authority for the NDW area. Convenes general courts-martial and boards of inquiry, reviews special and summary courts-martial, decides nonjudicial punishment appeals, and reviews JAGMAN investigations for incidents arising within NDW. Assigns JAGMAN investigation responsibility to area commands when appropriate. Provides liaison with area military and civilian law enforcement authorities.

(5) Provides public affairs support for the NDW area.

(6) Oversees and coordinates the provision of religious ministries, chaplain and Religious Program Specialist professional training and mentoring, and religious ceremonial and administrative support within NDW.

(7) Initiates, develops, negotiates, executes, and reviews interservice or intraservice support agreements as receiver or provider of services. Provides assistance to other naval activities on support agreement matters.

h. Shore Facilities Management, Operations and Plans

(1) Coordinates space planning and management for the Navy and Marine Corps in NCR.

(2) Administers the Federal Building Fund.

(3) Prepares and maintains HQNDW operations and contingency plans.

(4) Maintains files of and reviews operations and contingency plans of activities within NDW to ensure conformity and compatibility with HQNDW plans.

(5) Coordinates with other military services, local, State and Federal Government, as required, on planning matters of mutual concern.

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(6) Plans and oversees training and readiness of regional disaster control forces and disaster preparedness personnel.

i. Ceremonial Functions

(1) Represents and acts for the Secretary of the Navy and the CNO on those matters assigned, including public and diplomatic functions and presentations of awards and medals.

(2) Coordinates Navy participation in official ceremonies. Directs equipping, training, and employment of the United States Navy Ceremonial Guard.

(3) Coordinates the Navy Summer Pageant, a large-scale public relations event dedicated to the general public.

(4) Coordinates Navy assets for the Armed Services Inaugural Committee Joint Task Force in support of the Presidential Inauguration.

(5) Provides overall coordination for port visits to NCR.

j. Safety and Environmental

(1) Oversees compliance with applicable substantive and procedural Federal, State, and local environmental and occupational safety and health laws and regulations within the NDW area.

(2) Cooperates with Federal, State, and local environmental regulatory officials.

(3) Coordinates environmental and natural resources matters (especially enforcement actions, agreements, and permit conditions) with regional environmental coordinators and the chain of command.

(4) Acts as the "Responsible Corporate Official" in all dealings with regulatory officials. Serves as coordination point for all contact with regulatory officials.

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(5) Plans, programs, budgets, and allocates funds for environmental compliance costs.

(6) Chairs the Environmental Management Board and Safety and Health Council.